

Professional and Managerial Branch
Fiscal and Tax Administration Group
Fiscal Series

FISCAL COORDINATOR

09/91

Summary

Under general supervision, participates in the planning and coordination of general accounting, budgeting and auditing functions; and performs related duties as required.

Typical Duties

Participates in the planning and coordination of functions such as budget preparations, departmental allocations, expenditure reports and analysis, requests to granting agencies for reimbursement, and budget changes.

Supervises and participates in complex bookkeeping duties in the preparation and maintenance of diversified accounts and bookkeeping records; reviews and makes recommendations on purchase requisitions, job orders, travel requests, and other documents as required.

Advises superiors of grant and departmental overexpenditures, budget changes, grant amendments, and conformity of actions concerning provisions of grants; provides documentation for expenses submitted on reimbursement requests and other assistance to grant auditors and other review personnel.

Reviews and insures the accuracy and completeness of contract and subcontract applications; provides assistance to regional officers and subcontractors regarding budget expenditures and benefits.

Makes transfers among bank accounts to meet changing money requirements; invests money that is in excess of current needs; maintains records and prepares oral and written reports.

Minimum Qualifications

Training and Experience: Completion of a Bachelor's Degree in Business Administration and four years experience in budget preparation and bookkeeping; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of accounting and budget preparations; considerable knowledge of office practices and procedures.

Ability to supervise and train subordinates in accounting work; ability to analyze and interpret fiscal records and to prepare accurate and complete financial statements; ability to accurately maintain expenditure records; ability to express oneself clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with fellow employees, public officials and the general public.

Director of Personnel

Department Head